



**POLICY ON OVERNIGHT SUBSISTENCE ALLOWANCE
– INTERNATIONAL (NON-SCHEDULED)**



TITLE AND COPYRIGHT

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| Title | POLICY ON OVERNIGHT SUBSISTENCE ALLOWANCE – INTERNATIONAL (NON-SCHEDULED) |
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1. PURPOSE

The purpose of this policy is to inform employees of the University of Venda on international (outside the Republic including Namibia, Lesotho and Swaziland) overnight subsistence allowance paid to staff members, in conjunction with the rules set out by the South African Revenue Service (SARS).

2 RULES

The tax-free overnight subsistence allowance is set according to SARS rates with and without accommodation. These amounts will be paid in respect of S&T irrespective of where the amount is paid from. If S&T is, for example, incurred for a particular funded project and the funder has budgeted for S&T at rates higher than these, then these rates will apply. Where the funder has budgeted at lower rates, then the lower rate is charged to the project and the difference to the normal S&T vote only if the budget allows for the subsidisation.

2.1 POLICY ON CREDITORS-INTERIM PAYMENTS APPLIES

- 2.2 The tax-free overnight subsistence allowance is set according to SARS rates with and without accommodation. The value of the expenditure in the following options will be reflected on the staff member's IRP5 at the end of the financial year.
- 2.3 This pertains to staff members performing their duties away from the office and who may therefore claim the fixed SARS allowance for the period not exceeding six weeks. No supporting documents are needed to substantiate the expenses. Should the staff member opt for this alternative no additional expenses may be claimed.
- 2.4 The staff member may incur the total subsistence costs through own direct payment and claim back on submission of supporting documents. It is imperative that a staff member stays within the tariff as stipulated in the tariff list compiled yearly by the Finance Department.
- 2.5 Accommodation should be planned in advance through the UNIVEN Procurement Department or the staff member should obtain a pro-forma invoice from an external travel office, or the proposed service provider for pre-payment arrangements for S&T and accommodation. This amount is to be deducted from the allowance allowed by SARS.
- 2.6 In order to enable Procurement to make alternative arrangements, should reservations not be realised for reasons beyond their control, it is required that the application reach them at least seven days before departure.
- 2.7 Air tickets will be received by Procurement, who will notify the person when they are ready for collection. E-tickets will be emailed to the respective applicants. It is the policy of UNIVEN that all staff members except the Vice Chancellor use economy class tickets when travelling.



2.8 Tariff lists are updated and available at the Finance Department.

2.9 The *Financial Claims Form 16a* must be used when submitting the claim.

2.10 The daily allowance only represents the maximum amounts payable according to UNIVEN policy and SARS regulations. Staff should still consider their budgets and not claim above what is in their budgets. The Supervisor has a governance duty to ensure that proper recognition can be given to the actual amounts spent.

3. PROCEDURE

3.1 A trip may only be undertaken if properly authorised at least one week in advance using the prescribed form 19a. The authorisation will not be granted if:

- There is no satisfactory motivation by the traveler as to why the trip should be undertaken. The motivation must be made using the approved *Request for travel form 19a*;
- There is no indication of where the costs are to be paid from. If from UNIVEN, the traveller must show evidence that there is a budget for the trip. If from other sources such as project or research funds to mention but a few, the traveler must include a page from the contract indicating that the trip is relevant to the business in the contract and that there are sufficient funds in the project to cover it; and
- In addition, for all conferences, seminars, and research travel, the approval of the Director of Research must also be on the form.

3.2 Application is made on a Financial Claim Form and submitted to the Creditors department, bearing in mind the rules as stipulated in our **POLICY ON CREDITORS-INTERIM PAYMENTS**.

3.3 Bookings at the UNIVEN Procurement department must be done on the requisition form, approved by the director/ head of department/section concerned. Any car hire has to be cleared and reserved with the UNIVEN Procurement department. The requisition form for the booking of travel and subsistence is also used for this.

3.4 Where the travel is in respect of seminars, conferences, projects or research, in other words everything except official UNIVEN meetings, the staff member **MUST**, using form 19b, present a short synopsis of the time away from office and describe what was achieved and how the university will benefit. Without such a report accompanying the S&T claim, there will be no payment. The S&T will only be paid out if the proper form is completed and signed by the relevant line manager.

4. FORMS

4.1 Financial Claim Form 16a



- 4.2 Application for travel form 19a
- 4.3 Requisition Report back form 19b
- 4.4 Form - Booking Form for flights, motor hire and hotel bookings

5 RELATED POLICIES AND DOCUMENTATIONS

Policy on creditors- interim payments

6 REGULATORY FRAMEWORK

GAAP
King III report on Corporate Governance
Higher Education Act (Act 107 of 1997)

7 REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

8 RECORD OF CHANGES

| REVISION | DATE | AUTHOR(S) | DESCRIPTION |
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9 APPROVAL



Registrar (Secretary of Council)